

**Village of Colfax**  
**Regular Board Meeting Agenda**  
**Monday, March 10, 2025**  
**7:00 p.m.**

**Village Hall, 613 Main Street, Colfax, WI 54730**

1. Call the Regular Board Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Communications from the Village President
6. Consent Agenda
  - a. Regular Board Meeting Minutes –February 24<sup>th</sup>, 2025
  - b. Review Statement of Bills Pooled Checking – February 24<sup>th</sup>, 2025 – March 9<sup>th</sup>, 2025
  - c. Review Statement of Bills Solid Waste & Recycling Checking- February 24<sup>th</sup>, 2025 – March 9<sup>th</sup>, 2025
  - d. Training Requests –
  - e. Facility Rental – none
  - f. Licenses –
7. Consideration Items
  - a. Mitch Nichols-Ayres Associates-Highway 40 project discussion (update-no action)
  - b. Rescue -Insight Billing Company
  - c. Rescue-ESO Software-(available Monday)
  - d. Workhorse – online version
8. Committee/Department Reports/Discussions – (no action)
  - a. Colfax Rescue Report-January
  - b. Subgrant Election Commission- .gov email
  - c. Building Permits-January & February
  - d. January Financials (available Monday)
  - e. Ordinance Packet for review at home
9. Adjourn

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Carrie L Brown Administrator-Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962-3311 by 12:00 p.m. the day prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

## Village Board Meeting – February 24, 2025

On February 24, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. Members present: Trustees Best, Burcham, Rud and Prince. Trustees Jenson, Stene and Davis were excused. Others present were Library Director Bragg-Hurlburt, Public Works Director Bates, EMT employee Addison Gray, Deputy Clerk-Treasurer Riemer and LeAnn Ralph with the Messenger.

**Public Comments** none.

### Consent Agenda

**Regular Board Meeting Minutes –February 10<sup>th</sup>, 2025**

**Review Statement of Bills Pooled Checking– February 10<sup>th</sup>, 2025 to February 23<sup>rd</sup>, 2025**

**Review Statement of Bills Solid Waste & Recycling Checking – February 10<sup>th</sup>, 2025 to February 23<sup>rd</sup>, 2025**

**Training Request –Carrie Brown -LWM Round Table@ Menomonie 3/27/25-\$20**

**Licenses- Scharlau Investments-Mobile Home License-January 2025-December 2025**

A motion was made by Trustee Burcham and seconded by Trustee Rud to approve consent agenda 6a-6f, which includes Regular Board Meeting Minutes, February 10<sup>th</sup>, 2025, Review Statement of Bills for Pooled Checking and Solid Waste & Recycling Checking, February 10<sup>th</sup> to February 23<sup>rd</sup>, 2025, Training request for Carrie Brown LWM Round Table @ Menomonie 3/27/25 for \$20 and Scharlau Investments Mobile Home License for January 2025-December 2025. A voice vote was taken with all members voting in favor. Motion carried.

### Consideration Items

**Library 2024 Annual Report-Lisa Bragg-Hurlburt-no action needed.** Bragg-Hurlburt presented the Board with a packet showing the stats for 2024. A visual chart was provided to show the circulation trends from 2023 -2024 which stayed very consistent. She also informed the Board that fund raising added \$11,000 to the budget and an additional \$5000 from Dunn County. She stated the community really stepped up and helped out a lot. Looking forward to 2026, she is expecting to ask the Board for the same amount as this year and looks to have a healthy budget. Bragg-Hurlburt also stated there was a patron who stepped up and would match amount up to \$40,000 for donations to the Elevator Project. She will be mailing informational flyers. Trustee Burcham suggested putting them in with the water bills to save money.

**Approval of selling handicap crosswalk access-DOT-revisit** Bates stated that during a meeting they did find out that the DOT wanted to obtain so that all accesses are non-compliant with current changes, the DOT would take care of them and would be uniform and compliant. A motion was made by Trustee Best and seconded by Trustee Burcham to approve the sale of the handicap crosswalk access to the DOT for \$500. Voting For: Trustees Best, Rud, Burcham and Prince. Voting Against: none. Motion carried.

**New Auditorium Rental Agreement Approval-** Deputy Clerk Riemer explained there were some problems with a large group that had rented the auditorium previously. There was miscommunication regarding how many would be in attendance, not complying with rules and other concerns were brought up. She revised the application/agreement to be rented based on the size of the attendees, preferred hours to be rented and some general upgrades to the rules. Trustee Best wanted to know what happened if the renters did not clean up, Riemer stated the deposit was kept if any extra work was needed. A motion was made by Trustee Burcham and seconded by Trustee Rud to approve the new auditorium rental agreement as worded. Voting For: Trustees best, Rud, Burcham and Prince. Voting Against: none. Motion carried.

**Bobcat Rollout-** Bates explained this was the same price as previous years and would be upgrade number 7 for the bobcat. A motion was made by Trustee Burcham and seconded by Trustee Best to approve the rollout for the Bobcat for the quote amount of \$4500.66. Voting For: Trustees Burcham, Rud, Best and Prince. Voting Against: none. Motion carried.

**Workhorse Remote Hosted Setup-** Deputy Clerk Riemer stated this was at Administrator Brown's request. Trustee Burcham had some questions which Riemer could not answer. A motion was made by Trustee Burcham and seconded by Trustee Rud to table the Workhorse Remote Hosted Setup until Administrator Brown could be present to answer questions. A voice vote was taken with all members voting in favor. Motion carried.

**Resolution 2025-01-Ordinance Update: Position Title Change-** Deputy Clerk Riemer stated the resolutions were emailed that morning from the attorney with correct wording and were ready to be implemented. A motion was made by Trustee Burcham and seconded by Trustee Best to approve Resolution 2025-01-Ordinance update: position title change. Voting For: Trustees Burcham, Rud, Best and Prince. Voting Against: none. Motion carried.

**Resolution 2025-02-Title 3 Chapter1 – Finance and Public Records Sections 3-1-1 to 3-1-7 Update Verbiage and Statute References-**

A motion was made by Trustee Burcham and seconded by Trustee Rud to approve Resolution 2025-02-Title 3 chapter 1-Finance and Public Records Sections 3-1-1 to 3-1-7-update verbiage and stature references. Voting For: Trustees Best, Rud, Burcham and Prince. Voting Against: none. Motion carried.

**Committee/Department Reports/Discussions-(no action)** Deputy Clerk Riemer wanted the Board to know that Johnson Monument will reimburse us for any referrals that she makes to them, that will go to the cemetery fund. She also updated from the February 10<sup>th</sup> meeting that public works will return from the conference in case of snow or other emergency, that the cemetery signed cost was approved at the December meeting, just verbiage needed approval, and that she was not aware that anything had to be in color for the packets, Administrator Brown should make her aware next time.

**Closed Session- Motion to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises.**

**a. Personnel request**

A motion was made by Trustee Burcham and seconded by Trustee Rud to convene into closed session at 7:29 p.m. Voting For: Trustees Best, Rud, Burcham and Prince. Voting Against: none. Motion carried.

**Open Session- Motion to convene into open session to take any action resulting from the closed session.**

**a. Discuss/consider action from closed session if any.**

A motion was made by Trustee Burcham and seconded by Trustee Best to convene into open session at 7:43 p.m. A voice vote was taken with all members voting in favor. Motion carried.

A motion was made by Trustee Burcham and seconded by Trustee Best to not approve the \$500 bonus for the EMT employee. Voting For: Trustees Best, Rud, Burcham and Prince. Voting Against: none. Motion carried.

**Adjourn** – A motion was made by Trustee Burcham and seconded by Trustee Rud to adjourn the meeting at 7:44 p.m. A voice vote was taken with all members voting in favor. Meeting Adjourned.

\_\_\_\_\_  
Jeff Prince, Village President

Attest: \_\_\_\_\_  
Sheila Riemer, Deputy Clerk-Treasurer

## POOLED CHECKING ACCOUNT

## Accounting Checks

Posted From: 2/24/2025 From Account:  
Thru: 3/09/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
XCEL	3/07/2025	XCEL ENERGY	5,184.96
80227	2/28/2025	24-7 TELCOM	44.90
80228	2/28/2025	A BOOK COMPANY LLC	50.94
80229	2/28/2025	ABBIE HARTUNG	119.00
80230	2/28/2025	ADAM'S AUTO REPAIR	172.99
80231	2/28/2025	AMAZON CAPITAL SERVICES	393.90
80232	2/28/2025	AT&T MOBILITY	956.17
80233	2/28/2025	BOBCAT PRO	1,550.00
80234	2/28/2025	CENTURY LINK	129.48
80235	2/28/2025	COLFAX COMMUNITY FIRE DEPT	5,725.72
80236	2/28/2025	CRAMER CONSULTING, LLC	250.00
80237	2/28/2025	DAKOTA SUPPLY GROUP	519.77
80238	2/28/2025	GOTO COMMUNICATIONS INC	76.14
80239	2/28/2025	HUEBSCH LAUNDRY CO	90.80
80240	2/28/2025	JUNIOR LIBRARY GUILD	288.96
80241	2/28/2025	LF GEORGE, INC.	222.44
80242	2/28/2025	NANCY ODOM MOULEDOUX	120.00
80243	2/28/2025	ONE SOURCE IMAGING	204.97
80244	2/28/2025	SUSAN ANDERSON	116.00
80245	2/28/2025	T-MOBILE	29.40
80246	2/28/2025	WELD RILEY SC	94.00
80247	2/28/2025	WISCONSIN DEPARTMENT OF REVENUE	225.35
80248	2/28/2025	ZEMPEL APPRAISAL SERVICE	3,139.64
AFLAC	2/28/2025	AFLAC	61.86
WIETF	2/28/2025	WI DEPT OF EMPLOYEE TRUST FUNDS	11,600.05
Grand Total			31,367.44

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 2/24/2025 From Account:  
Thru: 3/09/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
1494	2/28/2025	AT&T MOBILITY	89.55
1495	2/28/2025	JOHNSON ROLL-OFF SERVICE, LLC	11,886.60
1496	2/28/2025	PLASTIC BAGS UNLIMITED	390.00
1497	2/28/2025	TERRY STAMM	98.39
Grand Total			12,464.54

**CONNECT:** Learn about your needs and goals

**ANALYZE:** Examine your billing data to determine increased collections opportunity

**LAUNCH:** Ensure a smooth transition & onboarding process based on your customized requirements

**SUPPORT:** Provide continuous updates & additional services to ensure your billing program is operating optimally



### **The Insight Way**

Insight's proven approach is tailored to meet all your ambulance billing needs. We continuously exceed client expectations with a step-by-step process that saves you time, capital, and energy. Our role is to manage all your billing needs effectively and efficiently enabling providers to focus on patient care.

#### **CONNECT:**

- Learn about your needs and goals
- Explore your specific collections needs, challenges and goals
- Introduce you to INSIGHT and how we operate

#### **ANALYZE:**

- Examine your billing data to determine increased collections opportunity
- Initial examination of charting effectiveness and compliance
- Compare past collection results with insight performance standards
- Examine your fee schedule in comparison to state and national averages
- Identify additional training opportunities

#### **LAUNCH:**

- Ensure a smooth transition & onboarding process based on your customized requirements
- Assign team members based on your specific needs
- Integrate ePCR and billing
- Code and bill claims using certified ambulance coders
- Perform comprehensive follow up on open accounts

#### **SUPPORT:**

- Provide continuous updates & additional services to ensure your billing program is operating optimally
- Hold reviews on collection activity and provide you with feedback
- Provide monthly audits of your documentation to increase charting effectiveness and ensure charts are legally defensible
- Provide annual compliance training, fee schedule evaluations, Medicare/Medicaid renewals and more



## Insight Offers a Comprehensive Billing Package

### Dedicated EMS Team

- Billing
- Research
- Follow Up
- Posting

### Credentialling

- Medicare: 855's, 588 EFTs, EDI, ERA, PECOS, Revalidation
- Medicaid: DCOs, EDI, ERA
- Commercial: provider enrollments



# Vendor Relationships



**WAYSTAR**

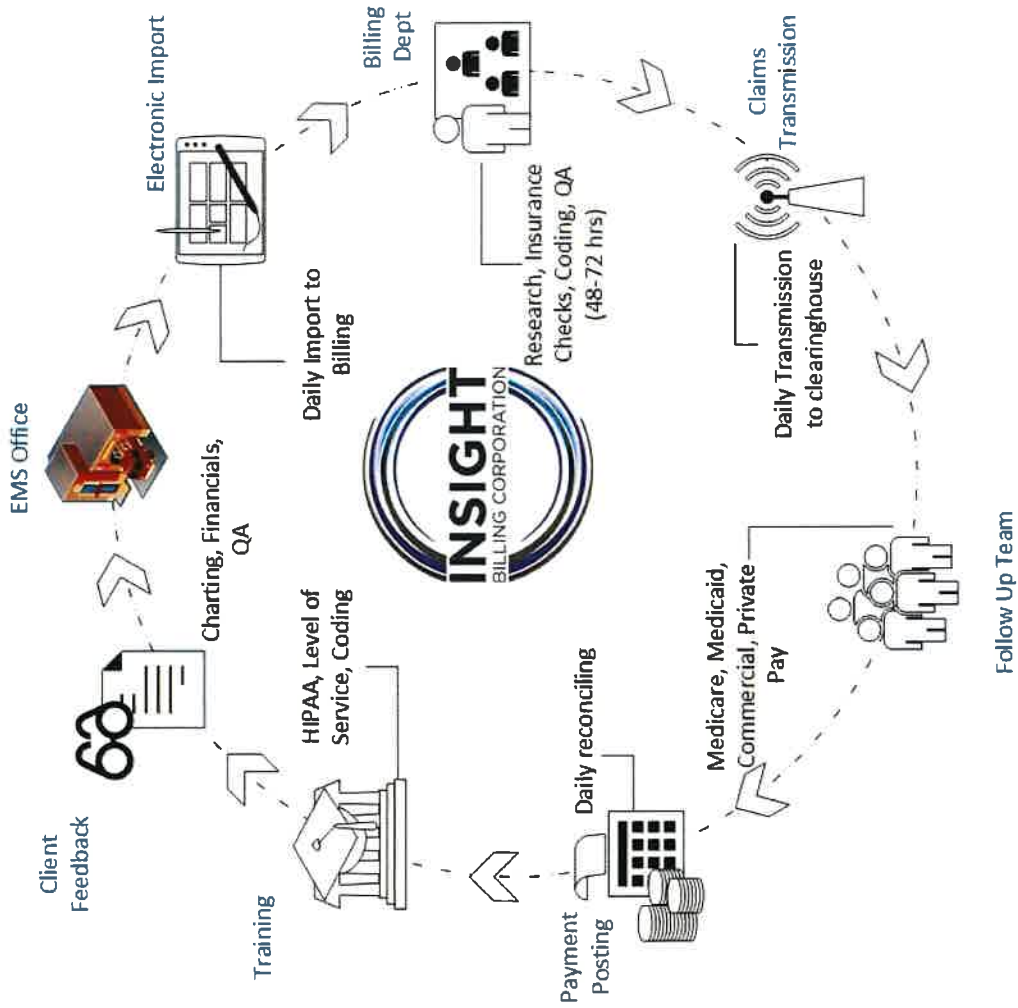
**eso**

**ZOLL** | DATA SYSTEMS

**SG SOLUTIONS GROUP**

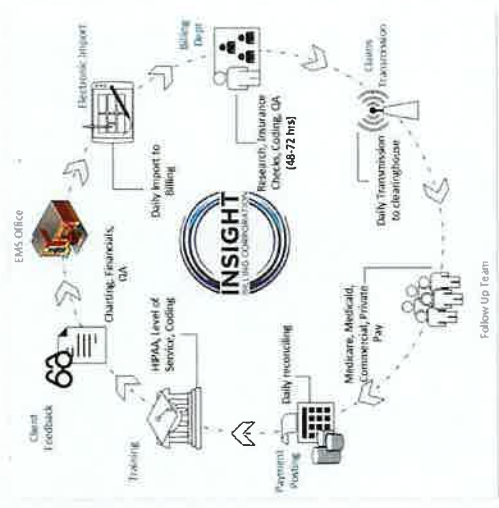
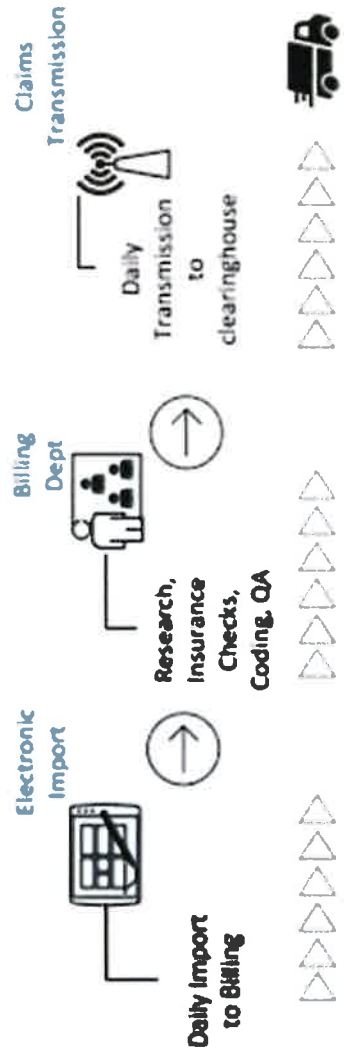








**Initial Billing Cycle 48-72 hours**

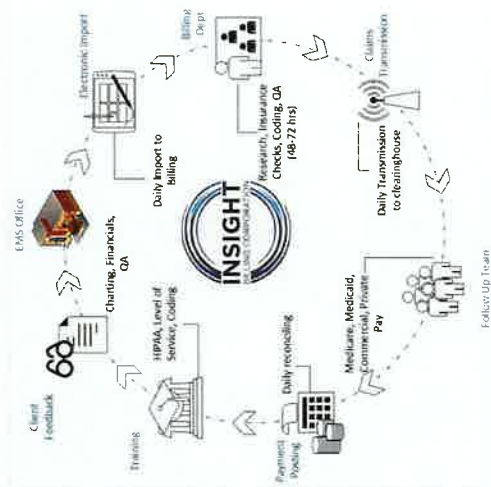
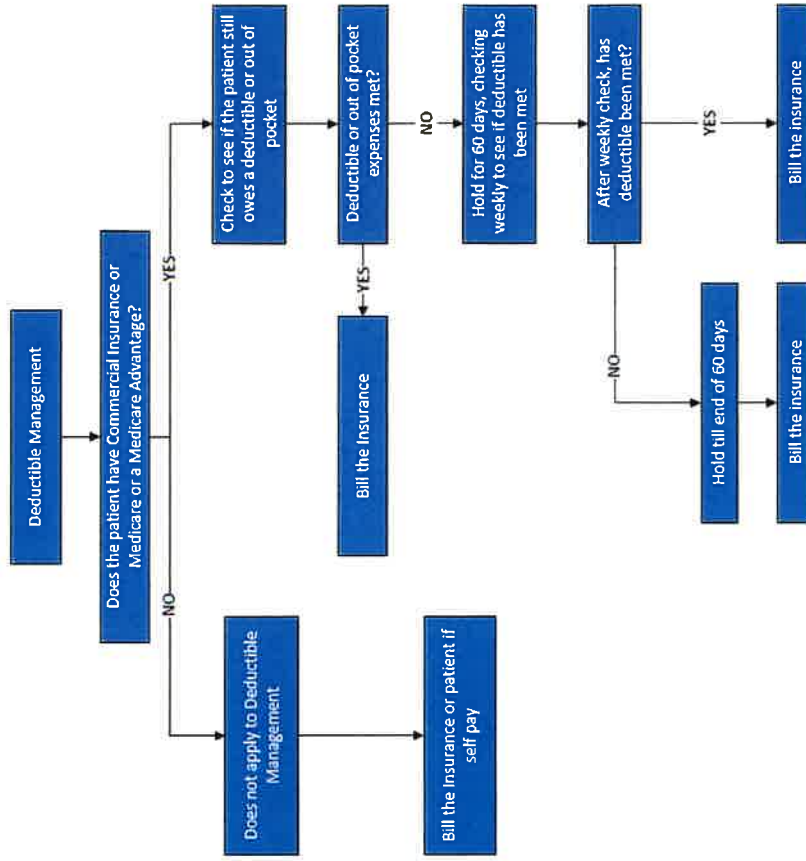


# Research/Processing Deductible Management

11/07/2022 Created by P. Hawthorne

For those clients who request Deductible Management, it shall be the policy of Insight Billing to hold the tickets of those eligible payors (Commercial, Medicare, Medicare Advantage) for a period of sixty (60) days. After the end of the 60 days, the ticket will be billed as normal.

Note: A weekly check (not to exceed 60 days) shall be made to see if the deductible has been met. If the deductible has been met prior to completion of the 60 days, bill as normal.



Claim Search

Saved Searches (0)

Info about this page

Export

Advanced Filters

Apply

Claim Received Date

From: 01/16/2023

To: 01/30/2023

Account: All

Claim Type: All

Account: 69

Claim Received Date: 01/16/2023 - 01/30/2023

Claim Type: Professional

Claim Type: Institutional

Save Search

Clear All

Key Claims Metrics

Cleaninghouse Rejections: 1.5%

Payer Rejections: 0.6%

Perfect Pass Claims: 97.9%

Clean After Waystar: 99.4%

## Professional Claims

### Dashboard

#### Overview

User Performance

CLAIMS RECEIVED DATE

From: 01/16/2023

To: 01/30/2023

Account: All

Claim Type: All

Account: 69

Claim Received Date: 01/16/2023 - 01/30/2023

Claim Type: Professional

Claim Type: Institutional

Save Search

Clear All

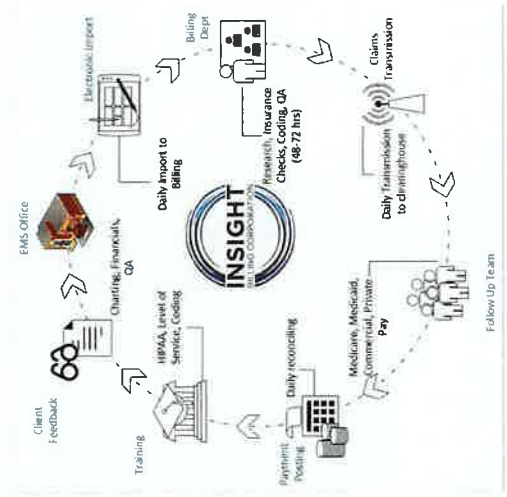
#### Key Claims Metrics

Cleaninghouse Rejections: 1.5%

Payer Rejections: 0.6%

Perfect Pass Claims: 97.9%

Clean After Waystar: 99.4%



Follow Up Team

ANNUAL COLLECTION STATISTICS

Date of Service	1-1-21
Date of Service	
Company	
Assignment	CON
Company	
Provider	

Month	Tickets	Charges	Payments	%	Disallowed	Ins Pay+W/O%	Uncollected	%	Pending	%
Jan 21	1106	724,983.85	243,897.50	33 %	-473,147.99	88 %	-16,051.31	2 %	2,077.16	0 %
Feb 21	1106	724,983.85	243,897.50	33 %	-473,147.99	88 %	-16,051.31	2 %	4,432.82	0 %
Mar 21	1322	1,037,985.45	311,745.68	30 %	-704,378.61	88 %	-18,435.18	2 %	3,827.89	0 %
Apr 21	1229	960,175.39	281,530.14	29 %	-678,382.18	88 %	-12,163.41	1 %	5,442.84	0 %
May 21	1118	876,887.82	254,075.42	29 %	-627,016.25	88 %	-8,887.39	1 %	-2,846.81	0 %
Jun 21	1118	876,887.82	254,075.42	29 %	-627,016.25	88 %	-8,887.39	1 %	-2,846.81	0 %
Jul 21	1156	882,862.28	278,500.92	31 %	-604,485.44	101 %	-2,455.47	0 %	-8,692.37	-1 %
Aug 21	1156	882,862.28	278,500.92	31 %	-604,485.44	101 %	-1,738.25	0 %	3,696.52	0 %
Sep 21	1083	827,321.17	251,860.24	30 %	-575,460.93	108 %	-1,738.25	0 %	3,696.52	0 %
Oct 21	1083	827,321.17	251,860.24	30 %	-575,460.93	108 %	-1,738.25	0 %	3,696.52	0 %
Nov 21	1003	817,182.04	244,758.64	30 %	-572,423.40	88 %	-1,638.40	0 %	12,297.17	2 %
Dec 21	1112	869,835.64	253,815.49	29 %	-616,020.15	88 %	-2,183.71	0 %	18,037.49	2 %

Charge Distribution By Charge Code

10/18/2022

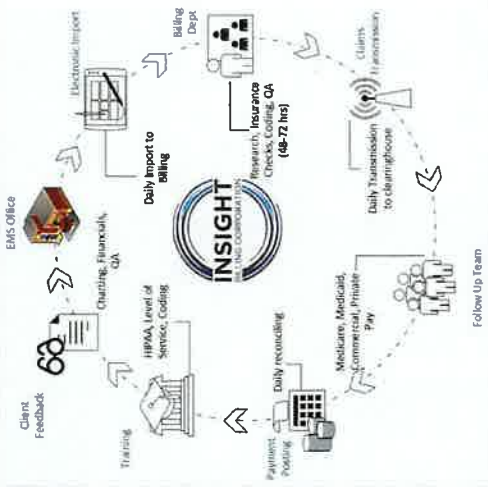
Quantity

ChargeCode

Charge

Base	Charge	Quantity	Amount
A0427	ALS Emergency Transport	1,218	\$1,827,000.00
A0429	BLS Emergency Transport	359	\$430,800.00
A0433	ALS2, Advanced Service Life Supt	21	\$42,000.00
A0998	Ambulance Treatment no Transport	96	\$24,500.00
MEMB	Membership	61	\$3,660.00
Base		1,755	\$2,327,960.00
Mileage	Ground Mileage	7,636	\$190,907.50
A0425	Mileage	7,636	\$190,907.50
Company Totals for:		9391.3	\$2,518,867.50

EOC	Run Number	Patient Info	Payer	Payment Type	Reference	Amount
Deposits for 7/12/2022	057422	Medicare B Louisiana	AD427	PAYMENT	337750000	50.00
			AD425	PAYMENT	109	109 Claim not covered by the payer/contractor
			AD425	PAYMENT	109	109 Claim not covered by the payer/contractor
Deposits for 7/23/2022	052772	BLUE CROSS BLUE SHIE	AD429	PAYMENT	3022074160000511	50.00
			AD425	PAYMENT	22	22 The care may be covered by another payer pr
			AD425	PAYMENT	22	22 The care may be covered by another payer pr
Deposits for 7/15/2022	050622	Medicare B Louisiana	AD427	PAYMENT	317151005	50.00
			AD425	PAYMENT	109	109 Claim not covered by the payer/contractor
			AD425	PAYMENT	109	109 Claim not covered by the payer/contractor
			AD427	PAYMENT	321791085	50.00
			AD425	PAYMENT	109	109 Claim not covered by the payer/contractor
			AD425	PAYMENT	106	109 Claim not covered by the payer/contractor

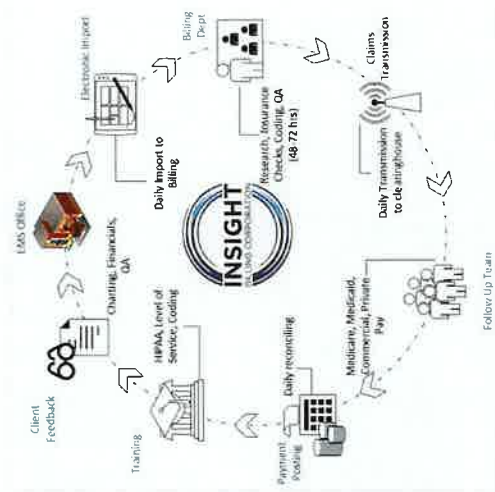


Follow Up Team





STAFF TRAINING  
IWTP





## Insight Billing Client Quality Assurance Assistance Program Chart Evaluation - Client

Insight Billing Client Quality Assurance Assistance Program is to be used as an aid only in assisting agencies with "Defensible Documentation" and should not replace your agencies Quality Assurance Program. Chart evaluations by Insight Corp do not cover individual Medical Services Treatment Guidelines as its intent is NOT to determine if a departmental policy was violated.

Critical Examples: Vitals (AVPUBIP/Pulse/RR/GCS)	Grading Criteria		Rating	Level	Argument
	discrepancy noted	discrepancy noted			
< 2 sets of vitals without justification	X		Poor	4	CANNOT be defended in court - on 1 or more critical discrepancies hereby products and erroneous effect resulting in potential of actual harm to the patient - see report that multiple errors that needs documenting
Non-Medical interventions with untoward effect on patient			Fair	3	2 or more non-critical report discrepancies and 1 critical discrepancy that DOES NOT have an untoward effect resulting in potential of actual harm to the patient
Patient releases not complete (if electronic filed)			Good	2	Minor discrepancies noted but narrative paints a clear picture
Missing Signatures or improper reasoning for not obtaining			Very Good	1	No discrepancies noted
Missing times/Mileage/ Signs & Symptoms					
Failure to provide primary / secondary assessments or assessments do not agree and/or assessments do not support reason for failure to obtain signatures and/or other issues that appear to be conflicting					Special Note: if a Level 4 has been reached, no further Evaluation will be performed to locate other discrepancies

Agency	Incident #	Date of Inc	Report Author
Sample	22-9854	6/30/2022	Paramedic 1

Discrepancy Summary

- All signatures appear appropriate
- Please restate the credentials for the facility signer (ex. RN, LPN, Tech, etc...)
- See RSNAT below
- The narrative is good and paints a clear picture

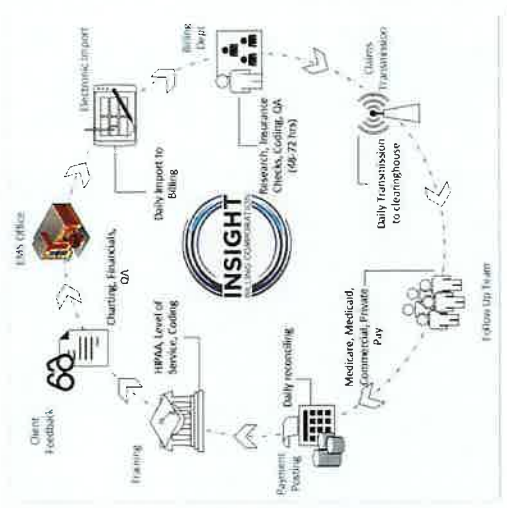
**Report Grade**  
**2 - GOOD**

Repetitive, Scheduled Non-Emergent Ambulance Transport (RSNAT) - Transport Criteria

The narrative appears to support the need for air/other transport

Yes	No	N/A	Comments

Per PWW, Revenue Cycle Guide. The report supports the medical necessity for the procedures performed.



# Implementation

## Baton Rouge EMS - Onboarding Plan

[Main Table](#) | [Timeline](#) | [New Item](#) | [Search](#) | [Person](#) | [Filter](#) | [Sort](#) | [Hide](#)

Item	Person	Status	Should Have Been Status	Timeline	Date Complet...
Contract Signing		Working on it		Mar 1	Mar 1
Team Intro Section		Not Started / Not...	Still has time	Mar 2	
Startup Questionnaire		Not Started / Not...		Mar 2 - 11	
Enrollment		Not Started / Not...		Mar 2 - 14	
Map Training Process		Not Started / Not...	Should have been done	Mar 2 - 9	
Required Tools		Not Started / Not...	Should have been done	Mar 2 - 16	
Scheduling		Not Started / Not...	Should have been done	Mar 16 - 23	
Communication Requirements		Working on it	Should have been done	Mar 23 - 30	
User Training		Not Started / Not...	Should have been done	Apr 12 - 14	
Custom Procedures		Not Started / Not...	Should have been done	Apr 22 - 26	
Reporting Requirements		Not Started / Not...	Should have been done	Apr 22 - 26	
Cleaninghouse Setup		Not Started / Not...		Apr 22 - 26	
Billing Setup		Not Started / Not...			
Credit Card Setup		Not Started / Not...			
+ Add Item					

# Launch

Launch

<input type="checkbox"/>	Item	Person	Status	Should Have Been Status	Timeline	Date Complet...
<input type="checkbox"/>	Receive Transports		Not Started / Nee...	Should have been done	Apr 1	
<input type="checkbox"/>	Data Verification		Not Started / Nee...	Should have been done	Apr 1	
<input type="checkbox"/>	Billing Edits		Not Started / Nee...	Should have been done	Apr 4	
<input type="checkbox"/>	Clearinghouse Edits		Not Started / Nee...		Apr 4	
<input type="checkbox"/>	Payer Confirmation		Not Started / Nee...		Apr 5 - 7	
<input type="checkbox"/>	ERA Confirmation		Not Started / Nee...		Apr 11 - 29	
	+ Add Item				Apr 1 - 29	

# Support

## Support

Item	Person	Status	Should Have Been Status	Timeline	Date Complet...
Initial Documentation Review		Not Started / Nee...		May 2	
Monthly Reporting Package		Not Started / Nee...		May 9	
Enrollment		Not Started / Nee...		May 18 - 22	
+ Add Item				May 2 - 22	



# Remote Hosted Setup

**Village of Colfax**

613 Main Street, PO BOX 417  
Colfax, WI 54730  
United States

**Carrie Johnson**

clerktreasurer@villageofcolfaxwi.org  
715-962-3311

Reference: 20250213-120239889

Quote created: February 13, 2025

Quote expires: August 13, 2025

Quote created by: Justin Nelson

Sales &amp; Marketing Manager

justin@workhorsewi.com

+18006544892

Comments from Justin Nelson

**Products & Services**

Item & Description	Quantity	Unit Price	Total
Remote Hosted Option	1	\$1,200.00 /year	\$1,200.00 /year
	Annual subtotal		\$1,200.00
		<b>Total</b>	<b>\$1,200.00</b>

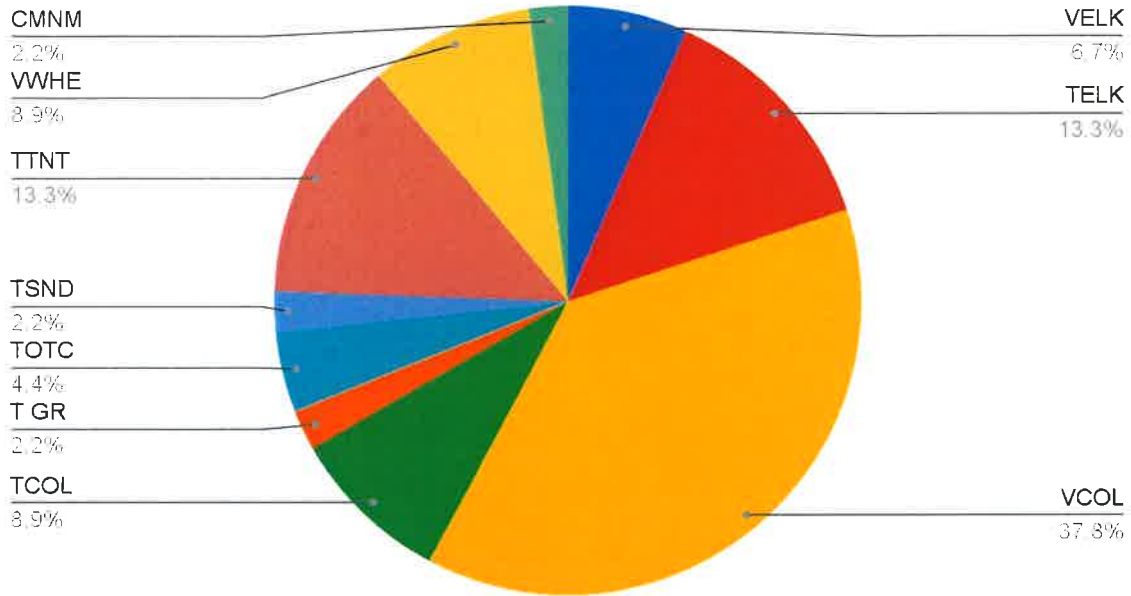
**Purchase terms**

**Disclaimer:** While Workhorse Software Services, Inc. strives to maintain stable pricing for software fees, the stated prices are valid for 180 days. After this period, a price refresh should be requested as prices may be subject to change.

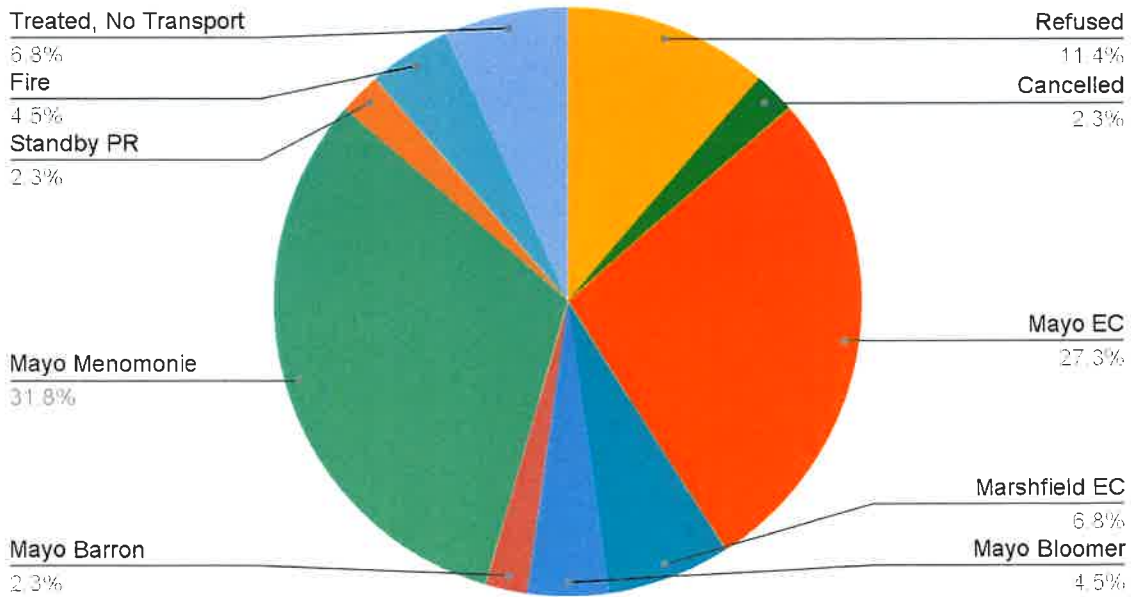
By signing you agree to our standard Software Services Agreement, which can be found at [www.workhorsewi.com/contract](http://www.workhorsewi.com/contract).

## January 2025 Colfax Rescue Report

### Municipalities Responded to January 2025



### Receiving Facilities January 2025



45 Calls for service in January 2025

**CRS Notes:**

Medic 6 is already to go minus a few technical issues with the radio which we are looking into. Once that is set and she is all registered we should have her on the road.

Above are the graphs for where we are being called to and where our transports are taking us. Information from the vendor has not been available. Carrie and I are working diligently to find a vendor that will communicate and better serve our billing and PCR needs so that this missing information can be more readily available in the future.





# Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984  
(608) 266-8005 | elections@wi.gov | elections.wi.gov

## 2023-2025 HAVA Election Security .gov Email Domain Subgrant

### Notice of HAVA Election Security .gov Email Domain Subgrant Award

Wisconsin Elections Commission  
201 West Washington Avenue, 2<sup>nd</sup> Floor  
PO Box 7984; Madison, WI 53707-7984

**Subgrantee: Village of Colfax, Dunn County**

**Subgrantee UEI/DUNS Number: N/A**

**Date: 02/26/2025**

**Village of Colfax, Dunn County**, has been awarded **\$600.00** under the 2023-2025 HAVA Election Security .gov Email Domain Subgrant, issued by the Wisconsin Elections Commission (WEC). This amount is the WEC-approved amount that the municipality requested as reimbursement on the Subgrant Reimbursement Request and Certification form and that the municipality has certified that all subgrant funds being awarded were actual costs expended in accordance with the terms and conditions delineated and certified in the Subgrant Reimbursement Request and Certification form. These funds are a subgrant of the 2020 HAVA Election Security Grant, Agreement Number WI20101001-01, **CFDA Number 90.404**, authorized by the U.S. Congress under Section 101 of the Help America Vote Act (HAVA) of 2002 (Public Law 107-252) and provided for in the Consolidated Appropriations Act, 2020 (Public Law 115-141), and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020XX-2020-61000001-410001-EAC1908000000) for which the Wisconsin Elections Commission was awarded the amended notice of the combined grant on August 27, 2020.

As a sub-recipient, your jurisdiction must adhere to all applicable federal requirements including requirements under the Federal Financial Accountability and Transparency Act (FFATA) and Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

#### I. PURPOSE AND USE OF FUNDS

To financially assist, up to \$600 per municipality but not to exceed \$400,000 in total for the subgrant, jurisdictions who certify they did not have an @wi.gov or @.gov email prior to August 24, 2021. Grants will be

*Wisconsin Elections Commissioners*  
Ann S. Jacobs, chair | Marge Bostelmann | Don M. Millis | Carrie Riepl | Robert Spindell | Mark L. Thomsen

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*Administrator*  
Meagan Wolfe

approved and disbursed until the program ends or the maximum subgrant disbursement of \$400,000 is reached, whichever comes first. Costs must be incurred during the subgrant project period of August 24, 2021 – December 01, 2025. Jurisdictions may request reimbursement through this subgrant only once. Requests for reimbursement must be the actual costs incurred (not for bids, proposals, or purchase orders that do not turn into issued invoices) and may be for:

1. Costs associated with a transition to @wi.gov or @.gov email for a clerk or municipal email account.
2. IT consultant fees associated with transition to a wi.gov or .gov email domain.
3. Monthly costs for email hosting if associated with a wi.gov or .gov domain.

## II. DOCUMENTATION AND AUDIT

**DOCUMENTATION:** Receipts or invoices for all expenditures made using requested subgrant funds, showing date and amount for all funds expended, must be retained by requesting jurisdictions until December 31, 2035, at a minimum. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures relate to this subgrant. "Equipment" is defined as an asset with a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (2 CFR § 200.33) and requires additional documentation. A standard inventory list of all Equipment purchased in whole or in part using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. This inventory list must be provided to the WEC and again provided whenever there are changes to this inventory list. Per 2 CFR § 200.313(d), this inventory list must include the following nine fields: (1) a description of the property, (2) a serial number or other identification number, (3) the source of funding for the property (including the FAIN), (4) who holds title, (5) the acquisition date, and (6) cost of the property, (7) percentage of Federal participation in the project costs for the Federal award under which the property was acquired, (8) the location, use and condition of the property, and (9) any ultimate disposition data including the date of disposal and sale price of the property. At least once every two years, a physical inventory of the property must be taken, and the results reconciled with the inventory list. Please consult 2 CFR § 200.313 for additional federal requirements and conditions pertaining to Equipment.

**AUDIT:** All subgrant funds are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws.

Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a jurisdiction under the subgrant, the jurisdiction shall repay the amount of the subgrant to the Commission.

### **Julia Billingham, MAcc**

Senior Accountant

WI Elections Commission

201 West Washington Avenue, 2nd Floor

PO Box 7984; Madison, WI 53707-7984

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<http://elections.wi.gov>



## Village of Colfax Building Permits for the Month of: January, 2025

### All 2025 Issued Building Permits

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-01	1/29/2025	DolgenCorp, LLC	120 Main Street; Colfax, WI 54730	HVAC Repair	\$14,400.00	\$150.00	Open	

**Total Number of Permits issued for the Month**  
**Total Number of Closed for the Month**  
**Monthly Project Valuation**  
**Year to Date Project Valuation**

1
0
\$14,400.00
\$14,400.00

## Village of Colfax Completed Inspections for the Month of: January, 2025

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
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Residential Inspections: 0  
 Commercial Inspections: 0

**Total Number of Inspections Completed for the Month**

0
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## Village of Colfax Building Permits for the Month of: February, 2025

### All 2025 Issued Building Permits

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-01	1/29/2025	DolgenCorp, LLC	120 Main Street; Colfax, WI 54730	HVAC Repair	\$14,400.00	\$150.00	Open	
CX25-02	2/19/2025	Troy Frideres	705 County Road M; Colfax, WI 54730	Fence Replacement	\$43,876.00	\$137.50	On File	2/19/2025

**Total Number of Permits issued for the Month**

**Total Number of Closed for the Month**

**Monthly Project Valuation**

**Year to Date Project Valuation**

1
1
\$43,876.00
\$58,276.00

## Village of Colfax Completed Inspections for the Month of: February, 2025

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
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Residential Inspections: 0

Commercial Inspections: 0

**Total Number of Inspections Completed for the Month**

**0**

#### SEC. 3-1-8 CLAIMS AGAINST VILLAGE.

- (a) **Village Board to Audit Accounts.** Except as provided in Subsection (c), no account or demand against the Village shall be paid until it has been audited by the Village Board and an order drawn on the Village Administrator-Clerk-Treasurer therefor. Every such account shall be itemized. Every such account or demand allowed in whole or in part shall be filed by the Administrator-Clerk-Treasurer, and those of each year shall be consecutively numbered and have endorsed thereon the number of the order issued in payment.
- (b) **Claims to Be Verified.** All accounts, demands or claims against the Village shall be verified by the claimant or proper official.
- (c) **Payment of Regular Wages or Salaries.** Regular wages or salaries of Village officers and employees shall be paid by payroll, verified by the proper Village official, department head, board or commission and filed with the Village Administrator-Clerk-Treasurer in time for payment on the regular pay day.

State Law Reference: Sec. 61.51, Wis. Stats.

#### SEC. 3-1-9 DISBURSEMENT AND INVESTMENT OF FUNDS.

- (a) **Wisconsin Statutes Adopted.**
  - (1) The statutory provisions set forth in Chapter 34, Wis. Stats., and Sections 66.0603, 66.0607, 66.044 and 219.05, Wis. Stats., are hereby adopted and by reference made a part of this Chapter as if fully set forth herein, except that claims for the expenses in Subsection (a)(2) shall be the only claims which may be approved for payment by the Administrator-Clerk-Treasurer.
  - (2) Disbursement from public depositories shall be made by check as approved by the Village Administrator-Clerk-Treasurer for the following expenses: payroll, insurance premiums, retirement contributions, withholding tax deposits, sales tax deposits, overpayment refunds, payments to others from employee deductions, reimbursement of petty cash, tax settlements, bond transfers to other units of government, training fees or other claims approved by department heads to avoid service and/or interest charges and license fees.
  - (3) Claims involving service, materials or fees not covered in Subsection (a)(2) shall be referred to the Village Board, or designated committee thereof,
- (b) **Investment of Idle Funds.**
  - (1) Responsibility for deposit and/or transfer of funds for short-term investment of idle funds of the Village as they are available from time to time shall be at the discretion of the Village Administrator-Clerk-Treasurer.
  - (2) Short-term investment is defined as one (1) year or less.
  - (3) Transfer of funds shall be made at the direction of the Village Administrator-Clerk-Treasurer in person or by telephone or wire without signature of any other Village official.

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- (1) The Village ~~Administrator~~-Clerk-Treasurer shall determine the amount of deposit and/or investment, subject to available funds, taking into consideration the projected revenue and expense during the term of any investment to maintain an adequate cash flow.
  - (2) Funds may be invested in any institution designated as a public depository approved by the Village Board and the rate of interest that may be earned upon such investments shall be primary criteria for investment in a particular institution.
  - (3) The ~~Administrator~~-Clerk-Treasurer shall keep funds in any one (1) institution below Five Hundred Thousand Dollars (\$500,000) to insure coverage for losses due to failure of an institution, except that during peak periods of revenue, receipts in excess of Five Hundred Thousand Dollars (\$500,000) may be deposited in institutions for a period not to exceed thirty (30) days.

State Law Reference: ~~Chapter 34, Wis. Stats., Sections 66.0603, 66.0607, 66.044 and 219.05, Wis. Stats.~~

#### SEC. 3-1-10 RECEIVING MONEY; RECEIPT FOR SAME.

- (a) The Village ~~Administrator~~-Clerk-Treasurer and his deputies shall not receive any money into the treasury from any source except on account of taxes levied and collected during the fiscal year for which they may then be serving, without giving a receipt therefor in the manner specified by the Village Board.
- (b) Upon the payment of any money (except for taxes as herein provided), the Village ~~Administrator~~-Clerk-Treasurer shall make out a receipt in duplicate for the money so received. The Village ~~Administrator~~-Clerk-Treasurer shall charge the amount thereof to the treasury and credit the proper account. The payment of the money to any receiving agent of the Village or to the Village or to the Village ~~Administrator~~-Clerk-Treasurer shall be safeguarded *in such manner as the Village Board shall direct*~~ba}dfreet.~~

State Law Reference: Sec. ~~66.051566-113~~, Wis. Stats.

#### SEC. 3-1-11 STATEMENT OF REAL PROPERTY STATUS.

The Village ~~Administrator~~-Clerk-Treasurer and his designees are authorized to prepare a Statement of Real Property Status form to be used to provide information often requested for transfers of real property such as the amount of outstanding special assessments, deferred assessments, changes in assessments, amount of taxes, outstanding water and sewer bills, current water and sewer bills, contemplated improvements, outstanding citations on building code violations and similar information. Any such information sought shall be provided to the person requesting it on said form. Requests for Statements of Real Property Status shall be made to the Village ~~Administrator~~-Clerk-Treasurer a minimum of one (1) business day in advance. A fee of Five Dollars (\$5.00) shall be charged for compiling this information.

**Commented [A1]:** Note: More time and higher fee justified reflecting actual cost?

#### SEC. 3-1-12 BIDDING PROCEDURES.

- (a) **Adoption of City Bidding Procedures.** Pursuant to Section 61.56, Wis. Stats., the Village of Colfax does hereby provide that ~~as a complete alternative to the requirements of Sections 61.54, 61.55, and 66.29 of the Wisconsin Statutes and in~~



~~lieu thereof, that~~ the provisions of Section 62.15, Wis. Stats., shall be applicable to all Village contracts for public construction ~~over Ten Thousand Dollars (\$10,000.00)~~. The authority vested in the Board of Public Works by Section 62.14~~5~~ of the Wisconsin Statutes shall be exercised by the Village Board or by a committee designated by the Village Board.

- (b) **Construction by the Village.** Any class of public construction may be done directly by the Village without submitting the same for bids provided that the same is authorized by a vote of three-fourths (3/4) of all members of the Village Board.

State Law Reference: Sections 61.54, ~~61.55~~ and 62.15, Wis. Stats.

### SEC. 3-1-13 BID SOLICITATION PROCEDURES.

(a) **Definitions.**

- (1) Verbal Quotation Form. The Village solicits verbal quotations on items the Village purchases, which are less than Ten Thousand Dollars (\$10,000.00). The results of the verbal quotations are recorded on a memorandum of verbal quotation form.
- (2) Informal Quotation. An informal quotation is a written request for quotation sent to vendors. The informal quotation is used for the purchase of goods and services in an amount less than Ten Thousand Dollars (\$10,000.00).
- (3) Formal Bid. The formal bid procedure is used for purchasing goods and services in an amount of Ten Thousand Dollars (\$10,000.00) and higher, and in some instances in amounts less than this amount. The formal bid procedure requires a legal public notice and contains detailed, written specifications regarding the goods and services to be purchased, and a number of specific conditions associated with the purchase.

(b) **Bid Solicitation.**

- (1) Competitive bids or quotations shall be obtained before contracting to purchase articles, goods, wares, material services or merchandise which amount in bulk to more than One Thousand Dollars (\$1,000.00). Purchases up to One Thousand Dollars (\$1,000.00) may be made by either telephone quotations, informal written quotations or formal bid. Purchases from One Thousand Dollars (\$1,000.00) to Ten Thousand Dollars (\$10,000.00) shall be made by written quotation, telephone quotation or formal bid. Purchases of Ten Thousand Dollars (\$10,000.00) and over, pursuant to Subsection (a) above, shall be made by formal bid unless exempted from it by action of the Village Board.
- (2) Verbal quotations for goods and services shall be secured from at least two (2) qualified vendors, and the results of the quotations shall be recorded on the "Memorandum of Verbal Quotation" form and signed by the person receiving the quotations.
- (3) Informal requests for written quotations shall be solicited from at least three (3) qualified bidders on the request for quotation form. All written requests for quotations shall be issued by the applicable department heads and returned to and analyzed by the applicable department heads. Informal requests for written quotations may also be solicited by telephone. Vendors



shall be given a reasonable time to respond to the request for an informal, written quotation and shall be given clear, concise specifications and informal bidding instructions to facilitate competitive bidding.

- (4) When a formal bid is required or deemed to be in the best interests of the Village, the bidding procedure shall follow the legal requirements associated with a Class One notice under State Statute and the procedures normally associated with the formal bid proposal.
- (5) The formal bid proposal will contain at least the following information:
  - a. The bid number.
  - b. A detailed description of the goods and services required, including enough information about the items or services required so that more than one (1) vendor can meet the specifications.
  - c. The time, date and place the bids will be opened.
  - d. The address to which the bids shall be mailed or delivered. ~~Instructions~~~~instruc-tions~~ to bidders shall include such information as delivery dates, transportation charges, proposal prices, conditions for guaranteeing the proposal, payment terms, right of rejection of proposals, right to reject merchandise, insurance requirements, alternative proposal consideration, tax information, and other appropriate information regarding the awarding and execution of the contract and contract considerations.
  - e. The bid proposal shall also include a section on special provisions including guarantees and service considerations, trade-in considerations, and other information relating to special conditions.
- (6) Specifications for all items purchased shall be developed with the full involvement and participation of the using departments. However, the Village ~~Administrator~~-Clerk-Treasurer shall insure that the specifications are sufficiently broad enough that competition in the bidding process is preserved.

#### **SEC. 3-1-14 ACCOUNTS RECENABLE BILLING PROCEDURES.**

Billings by the Village may be paid within thirty (30) days after billing without interest. Thereafter, interest may be charged at the rate of one and one-half percent (1-1/2%) per month or any fraction thereof, until the following fifteenth (15th) day of November. Bills not paid on or before the fifteenth (15th) day of November shall have added to the total amount due one and one-half percent (1-1/2%) of said charges shall be entered on the tax roll as a special charge, and become a lien upon real estate.

#### **SEC. 3-1-15 ANNUAL AUDITS.**

A firm of certified public accountants shall be employed each year by the Village, subject to the confirmation of the Village Board to conduct a detailed audit of the Village's financial transactions and its books, and to assist the ~~Administrator~~-Clerk-Treasurer in the management of the Village's financial affairs, including the Village's public utilities. These auditors shall be employed on a calendar-year basis. The books audited may, in addition to the financial records of the office of the ~~Administrator~~-Clerk-Treasurer, include the Village ~~Administrator~~-Clerk-Treasurer's books, the Village's public utilities, Police Department records, and any other books of any boards, commission, officers or employees of the Village handling Village moneys.

**SEC. 3-1-16 LIABILITY OF THE VILLAGE FOR ACTS OF AGENTS.**

No agent of the Village of Colfax having authority to employ labor or to purchase materials, supplies or any other commodities, may bind the Village or incur any indebtedness for which the Village may become liable without approval of the Board. Each such employment or purchase order shall be drawn against a specific appropriation, the money for which shall be available in the Village treasury and not subject to any prior labor claims or material purchase orders at the time when such employment is negotiated or purchase order drawn. The Village Administrator-Clerk-Treasurer shall keep a record of such employment and purchase orders and shall charge them against the proper appropriation.

**SEC. 3-1-17 DELINQUENT UTILITY CHARGES.**

(a) **Findings.** The Village Board hereby finds that collection of charges for utility services supplied by the Village is a significant problem affecting the financial well-being of the utilities. As such, it is a matter of the local affairs and government of the Village of Colfax. Pursuant to the home rule powers of the Village, the Village has determined that a method for the collection of delinquent utility charges, as set forth herein, should be established.

~~(b) **Election.** The Village hereby makes the election set forth in Sec. 66.01(4), Wis. Stats., and determines that Sections 66.069(1)(b) and 66.60(16), Wis. Stats., to the extent those statutes do not provide the Village with authority to place delinquent utility charges on the tax roll and only to that extent, shall not apply to the Village.~~

~~(e)(b) **Delinquent Charges to Become Special Charge and/or Lien.** Delinquent or other municipal utility charges which are in arrears shall be subject to the procedures set forth in Wis. Stat. § 66.0809. Rates charges for service by Village utilities shall be considered delinquent as provided in this Section. Such delinquent charges shall be a lien upon the property served by the Utility and shall be levied by the Village Clerk-Treasurer as a tax against the property served. Proceedings for challenging and collecting general property taxes, including the sale and return of property for delinquent taxes, shall apply to said tax liens established under this Section, if the same are not paid within the time required by law for payment of taxes upon real estate.~~

State Law Reference: Sec. 66.0809, Wis. Stats.

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